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Description/Title of Attached Forms: PSTCF (final version); Itinerary (final version)

James W. Campbell
(Signature of Traveler)

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Jobs for the Future (JFF).
2. Description of the trip: JFF Congressional Staff Network Site Visit to Eastern Kentucky to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the region, its employers and its people. See attachment one for more detail.
3. Dates of travel: August 29, 2017 - August 31, 2017
4. Place of travel: Eastern Kentucky (Middlesboro, Benham, Hazard, Pikeville and Paintsville).
5. Name and title of Senate invitees: See attachment one.
6. I certify that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JFF selects sites and topics around which to base site visits and forums, taking into account congressional staff interest, the

quality of programming and whether or not these programs have a relationship to workforce development and education policy.

JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. See attachment one for more details.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

JFF is interested in the development of education, training and supportive policies that expand opportunities for low income and

disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustainable careers. The purpose of this trip is to examine high quality and innovative education and workforce programs that focus on economic

needs of the state. See attachment one for more details.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

JFF has planned trips for the Congressional Network on Workforce Development and Economic Security for over eight years.

See attachment one for more detail.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

JFF works with partners around the country to design and drive the adoption of education and career pathways leading to college, career readiness and career advancements for those struggling in today's economy. See attachment one for more detail.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$500.75 - \$545.40 (Includes all travel, airfare and ground transportation. See attachment two for more detail)	\$180.00 (Over two nights. See attachment two for more detail)	\$125.00 (Per person, over three days. See attachment two for more detail)	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves events that are arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

JFF selected Eastern Kentucky for this year's visit. The region has been hard hit economically because of a significant

decline in their main industry and we are interested in learning how the region is responding to these challenges. See attachment one for more detail.

19. Name and location of hotel or other lodging facility:

Benham Schoolhouse Inn: 100 Central Ave, Benham KY 40807

Pikeville Hilton Garden Inn: 849 Hambley Blvd, Pikeville KY 41501

20. Reason(s) for selecting hotel or other lodging facility:

The hotels were chosen due to their location and fair pricing. See attachment two for more details.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging and meal expenses ~~align with~~ ^{are equal to or less than} federal government travel per diem. See attachment two ~~for~~ for more details.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

There will be coach airfare travel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: Marla Flynn, CEO

Name of Organization: Jobs for the Future

Address: 122 C st NW Washington, D.C. 20001

Telephone Number: 617-728-4448

Fax Number:

E-mail Address: mflynn@jff.org

Attachment 1.

Congressional Staff Network for Workforce and Economic Security Issues August 29, 2017 – August 31, 2017 Site Visit to Eastern Kentucky

Question #2: Description of the Trip

Purpose of the Trip and Mission of the Sponsor. Jobs for the Future is interested in the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustain careers. JFF's work is informed by research, analysis, and best practice. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the Eastern Kentucky region, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's critical industries, talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs.

Question #5 Senate Staff:

Senate staff have been invited as a result of their work on education and workforce development issues. All have primary responsibility over these federal issues in their offices. The site visit will highlight the successes and challenges of the education and workforce programs in Kentucky, specifically in the state's Eastern region.

Jake Baker, Professional Staff, Senate HELP Committee

Diane Browning, Legislative Assistant, Office of Senator Hatch

Manuel Contreras, Legislative Aide, Senate HELP Committee

Lauren Marshall, Legislative Assistant, Office of Senator Warner

Bryce McKibben, Policy Advisor, Senate HELP Committee

Karishma Merchant, Legislative Assistant, Office of Senator Kaine

Question #12: Role of Sponsor

Role of Sponsor. Jobs for the Future (JFF) selects sites and topics of interest around which to base site visits and forums, taking into account congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development and education policy. JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. The Joyce Foundation provides a grant to Jobs for the Future to convene the Congressional Staff Network on Workforce and

economic development, addressing their education and skills deficits of its workers, increasing employment rates, and alleviating poverty in the region.

Attachment 2: Good Faith Estimates for Senate Staff Travel and Meal Expenses

Airfares: Each individual's flight was \$395.75 - \$440.40 round-trip.

On the ground travel estimates: Transportation (via bus) for two and a half days of site visits: \$3,150 divided by 30 people = Approx. \$105 each.

Lodging: Benham Schoolhouse Inn (August 29th): \$89.00 per person
Pikeville Hilton Garden Inn (August 30th): \$91.00 per person

*Prices fall within government per diem rates.

Meals: Will meet government per diem rates of \$38.25 on first and last day of travel and \$ 51.00 for the second day of the trip.

SECRET

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To: The Senate Ethics Committee

Fm: Mary Clagett, Director for National Workforce Policy, Jobs for the Future

Re: Role of The Joyce Foundation in Support of the Congressional Staff Network on Workforce and Economic Security Issues and the Network's August 29-31 Site Visit to Eastern Kentucky

This letter is written to clarify the roles that Jobs for the Future and The Joyce Foundation play in carrying out the work of the Congressional Staff Network on Workforce and Economic Security Issues; and specifically in carrying out the Network's August 29-31 Site Visit to eastern Kentucky.

Jobs for the Future (JFF) is the sponsor of the Staff Network and its activities, including the visit to Eastern Kentucky in August. The Joyce Foundation, a philanthropic organization, provides JFF with funding for the Staff Network to increase staff knowledge of promising education and workforce development practices. However, the Joyce Foundation is not involved in the day-to-day activities of the Staff Network. With regard to the site visit to eastern Kentucky, the foundation was not involved in the selection of the sites or programs that we will visit; the topics that will be covered; or the people that we will meet. In other words, the Joyce Foundation did not require that JFF conduct the site visit to eastern Kentucky and no funds were earmarked to carry out this trip. These decisions and arrangements have been made solely by JFF.

The Joyce Foundation does not employ or retain a lobbyist; and as noted in the Ethics Committee trip form, no lobbyists have been involved in the development or in support of this site visit.

If you have further questions, please don't hesitate to contact me at mclagett@iff.org or at 703-517-6368.

Thank you for the opportunity to provide this clarification about the role of The Joyce Foundation in support of the Congressional Staff Network on Workforce and Economic Security Issues and its August 29-31 site visit to eastern Kentucky.

Sincerely,

Mary Clagett
Director for National Workforce Policy

CONGRESSIONAL STAFF NETWORK DELEGATION

August 29, 2017 – August 31, 2017
Eastern Kentucky

PARTICIPANT LIST

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Shane Baker
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KY Cabinet for economic development

Sonya Bergman
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Field Representative
Congressman Hal Rogers

Sherri Clark
Director of Workforce Solutions
SKCTC

Jacob Colley
American Electric Power

Beth Davisson
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KY Chamber

Frank Dawahare
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SKCTC

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Continued Discussion about the Economy, Challenges, and On-going Economic Development, Education, and Workforce Development Efforts in Eastern Kentucky

- **Dr. Bruce Ayers, Past President, SKCTS**
- **Hon. Dan Mosley – Harlan County Judge Executive**
- **Jared Arnett, Executive Director, Shaping Our Appalachian Region, Inc. (SOAR) & Blueprint**
- **Jeff Whitehead, Executive Director, EKCEP**

Wednesday, August 30, 2017

Aligning Education, Workforce & Economic Development

8:15 AM **Travel to Hazard Community and Technical College (HCTC) – 101 Vo-Tech Drive, Hazard, KY 41701**

- **Trish Adams, Industry Liaison, EKCEP**

10:00 - 11:30 AM Presentation and Tour of HCTC Lineman Training Program

- Dr. Jennifer Lindon, President, HCTC

11:30 AM **Travel to EKCEP One-Stop Career Center – 412 Roy Campbell Dr.
Hazard, KY 41701**

**11:45 – 2:30 PM One-Stop Career Center Tour and
Working Lunch and Facilitated Conversations**

State Officials Discuss Kentucky's Plan for the State and Region

- **Jeff Whitehead, Executive Director, Eastern Kentucky Concentrated Employment Program (EKCEP)**
- **Hal Heiner, Cabinet Secretary, Education and Workforce Development (Invited)**
- **Adam Meier, Deputy Chief of Staff for Policy, Kentucky Governor's Office**
- **Beth Kuhn, Commissioner, Kentucky Department of Workforce Investment**

